

I. To Add a Subconsultant to an A&E Agreement:

1. Obtain a letter from the Prime consultant on company letter head addressed to PWC Principal Contract Specialist or City Project Manager with an explanation of the reason(s) for the addition of the Subconsultant and the dollar value or percent of work to be performed by the new Subconsultant.
2. Obtain a letter from the new Subconsultant on company letter head addressed to the Prime consultant stating that they agree to work on the project along with the dollar value or percent of the work to be performed.
3. A statement from either the City Project Manager or the Prime consultant that confirms that the addition of the new Subconsultant will not reduce or impact any other Subconsultant's participation in the referenced contract.
4. The above items need to be submitted by the City Project Manager to the PWC Principal Contract Specialist via email for review.
5. Once PWC reviews and approves your request, you will receive an approval email from PWC authorizing the addition of the Subconsultant to the contract and EOCP will be copied so they are informed of the authorization.
6. After PWC grants approval of the request, the PM typically sends approval to the Prime via a formal letter on City letter head (see Page 2 below).

**\*Please be sure to reference the contract number in every letter, email, and document associated with this addition.**

II. To Replace/Remove a Subconsultant from an A&E Agreement:

1. Obtain a letter from the Prime consultant on company letter head addressed to PWC Principal Contract Specialist or City Project Manager with a thorough explanation of the reason(s) for the replacement (or removal) of the Subconsultant and the dollar value or percent of work to be performed from the new Subconsultant. If the Subconsultant that is being replaced is an SLBE/ELBE firm than the Prime must make every effort obtain a replacement sub of equivalent certification.
2. Obtain a letter from the replaced (or removed) Subconsultant on company letter head addressed to the Prime consultant stating that they (the Subconsultant) release all interest in working on the project
3. Obtain a letter from the new Subconsultant (if applicable) on company letter head addressed to the Prime consultant stating that they agree to work on the project along with the dollar value or percent of the work to be performed.
4. The above letters need to be submitted by the City Project Manager to the PWC Principal Contract Specialist via email for review and approval.
5. Once PWC reviews and approves your request, you will receive an approval email from PWC authorizing the replacement (or removal) of the Subconsultant to the contract and EOCP will be copied so they are informed of the authorization.
6. After PWC grants approval of the request, the PM typically sends approval to the Prime via a formal letter on City letter head (see Page 3 below).

**\*Please be sure to reference the contract number in every letter, email, and document associated with this replacement (or removal).**

[Date]

[Ms./Mr.] [Recipient's Full Name, Title]  
[Firm's Name]  
[Firm's Address]  
[City, State Zip]

Reference: Letter from [First Initial. Last Name] [(Firm Name)] to [First Initial. Last Name] (Insert City Department) dated [Month Day, Year]; [Subject line of Request Letter]

Subject: [Title of Contract] [(Contract Number)]; Approval of Additional Subconsultant – [Firm Name being added to contract]

Dear [Ms./Mr.] [Last Name]:

With regard to the reference listed above, the City of San Diego (City) has reviewed [Firm Name] request to add one (1) additional Subconsultant in order to support the City's requirements issued under the subject agreement, and hereby approves the addition of the Subconsultant [Firm Name being added to contract].

If you have any questions concerning this matter, please contact [Full Name], [Job Title] at [(area code)] [phone number] or via email at [email address].

Sincerely,

[Full Name]  
[Job Title]  
[City Division]

[AUTHOR'S INITIALS]:[typist initials]

cc: [Full Name], Project Manager  
Cindy Crocker, Principal Contract Specialist, Public Works Contracts  
Claudia Abarca, Program Manager, Purchasing & Contracting

[Date]

[Ms./Mr.] [Recipient's Full Name, Title]  
[Firm's Name]  
[Firm's Address]  
[City, State Zip]

Reference: Letter from [First Initial. Last Name] [(Firm Name)] to [First Initial. Last Name] (Insert City Department) dated [Month Day, Year]; [Subject line of Request Letter]

Subject: [Title of Contract] [(Contract Number)]; Replacement of Subconsultant [Full Name] with [Full Name] Approval

Dear [Ms./Mr.] [Last Name]:

With regard to the reference listed above, the City of San Diego (City) has reviewed and approved the request by [Firm Name] to replace [Full Name of Subconsultant being replaced] with [Full Name of Subconsultant being added] in order to support the City's Task Order requirements issued under the subject Agreement.

If you have any questions concerning this matter, please contact [Full Name], [Job Title] at [(area code)] [phone number] or via email at [email address].

Sincerely,

[Full Name]  
[Job Title]  
[City Division]

[AUTHOR'S INITIALS]:[typist initials]

cc: [Full Name], Project Manager  
Cindy Crocker, Principal Contract Specialist, Public Works Contracts  
Claudia Abarca, Program Manager, Purchasing & Contracting